

## R-40 Instructions

Revised 10/1/98

1. **Definition of Vocational Classes:**  
Vocational educational classes are those classes that are conducted in a center to provide vocational training to students in one or more districts or attendance areas and have been approved by the State Department of Education's Office of Vocational Education.
2. **Definition of Mid-Day Preschool Classes:**  
Transportation that is scheduled to transport students to half-day kindergarten and child development programs. Students shall be assigned to morning or afternoon sessions on the basis of where they live. Duplicate routes for the morning and afternoon will not be approved.
3. **Definition of Other Programs Transportation:**  
Transportation that is regularly scheduled to transport students between class locations and to transport bus drivers home during the school day.
4. **Application must be approved by the County Supervisor of Transportation, State Department of Education, prior to the time the buses are used.** Miles traveled on trips that transport students from home or other approved locations to school or from school to home or other approved locations will be estimated. Miles traveled on trips that transport students from school to school must be recorded accurately. Students transported on all trips will be estimated. An accurate number of miles traveled and students transported will be recorded on the route descriptions.
5. The school principal where the trip originates shall be responsible for the selection of the driver and for the supervision of driver and students to and from school and shall be responsible for reimbursing the State for abuse of buses. The driver selected shall not permit others to drive without approval of the Principal. Officials in charge of Vocational and Special schools shall make available adequate parking space and shall not permit students to loiter in buses while on school grounds and shall provide any additional supervision as may be agreed upon with the district.
6. Trips shall be planned in an efficient manner to save time and mileage. This will be an express trip and no stops will be made between schools unless prior approval is received from the Department of Education.
7. Regularly assigned buses shall be used upon approval of the State Department of Education provided regular buses are the most cost effective method of transportation. If a regular assigned bus is not the most cost effective method, the District shall examine less costly transportation options. The State Department of Education shall reimburse the district for the least expensive alternative transportation mode at a rate per mile set by the State Board of Education.
8. Drivers will be paid for approved mid-day kindergarten, child development, and vocational trips by the State Department of Education on the basis of a regular route extension and trips will not be considered as a separate route or new route even though a different driver may drive. Schools will be responsible for paying driver's salaries for any permitted trips made in connection with these programs.
9. The Department of Education's County Supervisor of Transportation will assign specific buses to be used. This is necessary in order to facilitate the fueling and servicing of buses. Schools shall cooperate in making the buses available for these purposes as requested by the County Supervisor.

**Leaving Location:** Assigned parking location for the bus during the school day

**Destination:** School or approved location where the students will be transported, record the name of the elementary school being served for midday preschool trips

**Course:** Course(s) the students will be taking, record KG, Child Development, etc. for preschool trips

**Estimated Load:** Estimated number of students who will be riding

**Days of Week:** Abbreviate the days in the week the bus will operate for each trip

**Estimate Miles Round Trip:** Estimated distance from the **leaving location** back to the **leaving location**

**Time Depart High School:** Time the bus will leave the high school or parking facility for the bus during the school day

**Time Return To High School:** Time the bus will return to the high school or parking facility for the bus during the school day

